

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Maintenance Worker I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Cleans the interior of facilities. Performs facility maintenance. Maintains the exterior of facilities. Builds, repairs and cleans storm drains. Supports special events. Maintains equipment and facilities. Provides administrative support. Maintains and repairs asphalt. Repairs and finishes concrete. Maintains meters.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Cleans the interior of facilities by sweeping and mopping stairwells and elevators, emptying garbage cans, using garage sweepers, cleaning office spaces, polishing chrome in elevators, washing windows, mopping, washing walls and mirrors, refilling dispensers, cleaning toilets, urinals and closets, dusting, washing baseboards, vents and doors, vacuuming, cleaning showers, carpets, microwaves and refrigerators and performing all other duties as necessary.
2	M	Performs facility maintenance by constructing new gate arms and barricades, painting handrails, curbs, exteriors and striping, checking fire extinguishers, stairwells and parking area oil spots, replacing lights, relocating bumper logs, removing snow and ice and replacing locks and deadbolts.
3	H	Maintains the exterior of facilities by landscaping worksite, laying mulch and sand, applying chemicals to lakes, repairing and rebuilding boat ramps, dredging lakes, washing down basin, transferring bulk and hazardous chemicals, checking and repairing aeration units, removing pump heads at river stations, changing filters and valves in aerator building, cleaning and rebuilding regulators and valves, maintaining compressors, sweeping, mowing lawns, removing litter and debris, cleaning various sites of excess oil and substances, raking, digging and grading and removing dead animals from streets and homes.
4	H	Builds, repairs and cleans storm drains by opening catch basins, removing debris, using machinery to break through blockages, digging trenches, mixing cement, laying bricks, setting catch basins, laying pipe and repairing cave-ins.
5	H	Supports special events by performing delivery, assembly and dismantling of equipment, chairs, tables, maintaining athletic fields, installing and removing bleachers and fencing for special events and repairing bleachers and benches.
6	H	Responds to emergency situations by removing ice, snow, and storm debris.

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Physical Strength Code	ESSENTIAL FUNCTIONS
6 H	Maintains equipment and facilities by maintaining shop cleanliness, cleaning and maintaining tools, vehicles and small equipment, planning inspections, performing a television inspection of sewer lines, finding clean boxes, utilizing a rod machine to break up stoppage, operating water wagons to break house line stoppages, sealing loose manhole tops using a trowel to put the sealer in and around the top of the casting, locating and investigating caved in streets, barricading cave until repair crew arrival, excavating dirt for sewer line repair, installing shoring, dewatering equipment, backfilling, making temporary street repairs after sewer line repair, maintaining right-of-way, repairing and replacing air valves, maintaining vaults and manholes, opening and closing valves, checking fluids and tires, repainting, inspecting, repairing and installing equipment, installing and repairing fences, operating and inspecting heavy equipment, repairing boat ramps and delivering and collecting equipment.
7 L	Provides administrative support by assisting with the set up of emergency equipment, performing as crew leader, filling out time sheets, ensuring safety, reading maps, resolving problems, interacting with customers, performing work area and public safety assignments, reporting inspection findings, updating and maintaining records, performing inventory control, packing and unpacking equipment and supplies and processing work orders.
8 H	Maintains and repairs asphalt by repairing pot holes and cave ins, performing cuts and resurfacing and utilizing air compressors, jackhammers, concrete saws, asphalt kettles, asphalt rollers, compactors, and hand tools.
9 H	Repairs and finishes concrete by removing the unsafe curb and gutter, sidewalk, driveway or roadway, setting forms and grading the area, pouring concrete, raking and floating, troweling edging and cutting joints and brooming.
10 H	Maintains meters by installing and removing meters, gaskets and fittings using air compressor, jack hammer, carbine saw, power wrenches and small tools, installing meter boxes and vaults, configuring valves, connectors and pipes attached to meter and water-lines, confirming and writing down readings of meters, cleaning up in and around meter boxes and vaults, perform site grading and turf patching in meter vicinity, breaking down discarded meters to be used as scrap metal, preparing meters to be reutilized and rebuilding and retesting meters.
11 H	Responds to emergencies by removing storm damage debris.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience	No experience required.
Certifications and Other Requirements	Valid Driver's License; May require CDL within six months of appointment.N/A
Reading	Work requires the ability to read work orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write timesheets and supply requisitions.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Mopping, sweeping, dusting, vacuuming, cleaning
Sitting	O	Cleaning baseboards, walls
Walking	F	To/from supplies, to/from cleaning areas
Lifting	O	Chairs, trash cans, mop, broom, vacuum, cleaning supplies, tables
Carrying	F	Chairs, trash cans, mop, broom, vacuum, cleaning supplies, tables
Pushing/Pulling	F	Cart, mop, bucket, vacuum, broom
Reaching	F	Dusting, windows, baseboards, cleaning toilets, walls
Handling	F	Cleaning supplies and equipment, trash
Fine Dexterity	R	Using cleaning equipment
Kneeling	O	Cleaning toilets, elevators, picking up trash
Crouching	O	Cleaning toilets, elevators, picking up trash
Crawling	O	Cleaning baseboards
Bending	F	Picking up trash, cleaning seats, lifting equipment
Twisting	R	Picking up trash, cleaning seats
Climbing	F	Stairs
Balancing	F	Stairs
Vision	C	Cleaning
Hearing	C	Staff, supervisor, vendors
Talking	F	Staff, supervisor, vendors
Foot Controls	N	
Other (specify)	N	

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Vacuum, mop, trash cart, dustpan, broom, cleaning supplies, squeegee

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	D	Office Environment	X
Chemical Hazards	D	Extreme Temperatures	W	Warehouse	--
Electrical Hazards	N	Noise and Vibration	W	Shop	--
Fire Hazards	N	Fumes and Odors	D	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	X
Communicable Diseases	D	Darkness or Poor Lighting	M	Other (see 2 below)	X
Physical Danger or Abuse	D				
Other (see 1 below)	M				

(1) Inclement weather

(2) Arena, Theater, city streets, Parking garages, Lots, Attendant booths

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, mask, safety shoes

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)